

University Employee/Visitor ID Badge Request Form

This form must be submitted to the University Human Resources Employment Service Center
(1044 Delp) for processing prior to an ID badge being issued.

First Name	<input type="text"/>	Last Name	<input type="text"/>			
Credentials	<input type="checkbox"/> MD	<input type="checkbox"/> DO	<input type="checkbox"/> MBBS	<input type="checkbox"/> PhD	<input type="checkbox"/> Other	<input type="text"/>
Department	<input type="text"/>					
Employee	<input type="checkbox"/> New	<input type="checkbox"/> Internal Transfer	<input type="checkbox"/> TCD (Time Clock Device) User			
Visitor	<input type="checkbox"/> Volunteer					
	<input type="checkbox"/> Shadow (no access allowed, badge is for ID purposes only)					
	<input type="checkbox"/> Visiting Resident / Fellow					
	<input type="checkbox"/> Visiting Scholar / Researcher					
	<input type="checkbox"/> Visiting Student					
	<input type="checkbox"/> Vendor					
	<input type="checkbox"/> Other <input type="text"/>					
Access Needed	<input type="checkbox"/> General Access					
(check all that apply)	<input type="checkbox"/> Hospital Access					
	<input type="checkbox"/> Other <input type="text"/>					

Approved by Department Administrator (Signature Required):

Approved by KUMC Human Resources (Signature Required):

Badge Number Employee ID

Badge Office address: KU Hospital-B314

Phone: 913-588-8256

Email: badgeoffice@kumc.edu